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**California State Military
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Decorations, Awards and Honors

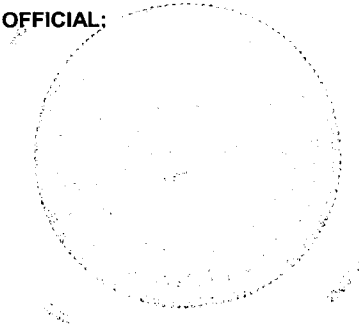
California State Military Reserve NCO/Soldier of the Year Program

FOR THE GOVERNOR:

JOHN F. ALEXANDER

*Brigadier General (CA)
Acting The Adjutant General*

OFFICIAL:



EMORY R. CLIFTON

*COL, GS, CA SMR
Director of Personnel*

Summary. This circular provides policies and procedures for the California State Military Reserve NCO/Soldier of the Year Program.

Applicability. This circular applies to all of the elements of the California State Military Reserve

Interim changes. Interim changes to this circular are not official unless they are authenticated by the Director of Personnel.

Suggested improvements. The proponent of this circulation is the Directorate of Personnel. Users are invited to send comments and suggested improvements to JFHQ, State Military Reserve P.O. Box 269101, Sacramento, CA 95826-9101.

Distribution. Distribution of this regulation is for Army-A.

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1. Purpose

To establish policy and procedures for the administration and implementation of the California State Military Reserve NCO/Soldier of the Year Program.

2. General

a. Selection as a California State Military Reserve NCO or Soldier of the Year distinguishes the soldier whose individual leadership and professional achievements merit special recognition. Two categories are represented; soldiers in the rank of Private through Specialist comprise one category, and Corporal through Sergeant First Class comprise the second category. The NCO/Soldier of the Year program is a means of recognizing soldiers who contribute significantly towards the development of a professional and combat ready force.

b. While considering a soldier's total record, weighted emphasis is placed on leadership values and qualities and the ability to train, manage and provide for the welfare of the individual soldier.

3. Responsibilities

a. *Director of Personnel:*

(1) Has primary staff responsibility for administering the California State Military Reserve NCO/Soldier of the Year program.

(2) Process appropriate award recommendations and executive correspondence, and prepare the awards for the NCO and Soldier of the Year winners.

(3) Coordinate billeting/lodging for nominees and board members.

(4) Ensure appropriate recognition is provided for all soldiers who appear before the state board. The California Commendation Medal (CACM) is awarded at state level based on prerequisites set by AR 670-1, AR 600-8-22 and CA ARNGR 672-1.

(5) Coordinate special presentations and soldier of the year activities.

(6) Insure that letters of congratulations from The Adjutant General, State of California, are provided for the soldier and NCO of the year and the individual's military personnel file.

b. *Senior Commands: 40th Infantry Division(M) Support Brigade, 100th Troop Command Support Brigade, California Center for Military History and, HHD, JFHQ,*

(1) Have nomination authority.

(2) Provide maximum recognition of selectees, using all available publicity, including local newspapers, command newsletters and other media.

(3) Continue to emphasize and recognize selectees as vital members of the California State Military Reserve.

(4) Develop procedures for selection of nominees that begin at the lowest level, e.g., company, Battalion, Brigade, and JFHQ. Selectees will appear before a board at all levels of selection.

(5) Insure any disclosures of personal information obtained through the program are under the provisions of AR 340-21, the Privacy Act of 1974. Personal

information on nominees will be safeguarded FOR OFFICIAL USE ONLY, and disclosure outside California State Military Reserve channels will not be made without prior consent of the persons involved.

(6) Coordinate with Director of Personnel to preclude duplication of awards to selectees. The action is based upon authority to authorize awards for recognition of selectees at the various command levels.

c. *State Command Sergeant Major, California State Military Reserve will:*

(1) Nominate board members to the Commander of California State Military Reserve.

(2) Coordinate the date and specific location for the Soldier/NCO of the Year selection board. Obtain command approval for such selection.

d. *Command Sergeants Major of the 40th Infantry Division(M) Support Brigade, 100th Troop Command Support Brigade, and CCMH, and First Sergeant, HHD, JFHQ*

(1) Will have direct involvement in the selection process for the Soldier/NCO of the Year board-selecting representatives for their respective commands.

(2) Will disseminate information announcing the scheduled Soldier/NCO of the Year board dates for their respective command using eligibility criteria outlined in this circular.

(3) Command Sergeants Major will be appointed as president of the board for their respective organization.

(4) Will fully screen soldiers and NCOs representing their command and ensure that these soldiers have the necessary information and tools to compete at the various levels of competition.

(5) Brigade Command/Battalion Command Sergeants Major will compose the state level Soldier/NCO of the Year board at JFHQ on 3 December 2005.

4. Recommendation procedures

a. Outstanding soldiers in two categories, Private through Specialist and Corporal through Sergeant First Class are eligible for nomination. Four representatives, one for each category, from the JFHQ, the 40th Infantry Division Support Brigade, 100th Troop Command Support Brigade, and CCMH are eligible to appear before the State Board.

b. The consideration of nominees is a continual process culminating in those soldiers most highly qualified being chosen to appear before the selection board.

c. The minimum selection criteria soldiers must meet are:

(1) Must have 100 percent drill attendance or excused absences for the past training year.

(2) Must meet height and weight standards and not exceed the maximum allowable body fat standards IAW CA SMR Reg 600-9.

(3) Must have no record of military or civilian conviction for proceeding 12 months (including Article 15).

(4) Must not have reached 18 total years of military service.

d. Utilize the following criteria for nomination and selection of both the soldier and the NCO of the year from your organization:

- (1) Overall duty performance of unquestioned quality.
- (2) Possesses the seven Army values, leadership qualities and potential.
- (3) Supports the goals and objectives of the Adjutant General of the State of California.
- (4) Demonstrates mission dedication.
- (5) Military bearing.
- (6) Unquestioned personal conduct.
- (7) Outstanding personal appearance.
- (8) Demonstrates an interest in the welfare of troops and peers.

e. Nominations must be submitted to JFHQ, ATTN: CASR-CSM, not later than 6 November 2005. Nomination packets must contain the following information:

- (1) Name.
- (2) Grade.
- (3) Social Security Number.
- (4) Unit of assignment.
- (5) Duty Assignment
- (6) Length of Service.
- (7) DA Form 2-1, Personnel Qualification Record.
- (9) Justification for recommendation, not to exceed two typed, double spaced pages from the Commands Command Sergeant Major.

(9) Completed and signed request for orders.

f. A previous selectee is not eligible to compete in the same category in a consecutive year. Soldiers who competed in the Soldier of the Year category are authorized to compete in the NCO of the year category in consecutive years.

5. Board administration

a. We will hold the California State Military Reserve NCO/Soldier of the Year Board on 3 December 2005. The board will convene at JFHQ, CA. This is a one day event.

b. The CA SMR Command Sergeant Major will announce the board location and time. Uniform for board members and nominees is the Army "Class A" green uniform with all authorized awards and decorations. Each nominee must appear before the board.

c. We will select the winners based on the highest scores attained on the overall evaluation. Winners will be announced at the Soldier/NCO of the Year Banquet held on 25 February 2006.

6. Recognition of selectee

a. Maximum use of public information (news media) and hometown news release will be made.

b. Each CA SMR NCO/Soldier of the Year will receive the California Commendation Medal.

c. Each CASMF NCO/Soldier of the Year will receive a letter of congratulations from the Adjutant General. A copy will be placed in the individual's Military Personnel File.

d. Each CA SMR NCO/Soldier of the Year will receive an award from the National Guard Association of California.

e. Each CA SMR NCO/Soldier of the Year will receive an award from the Sergeants Major Association.

f. Each CA SMR NCO/Soldier will receive an award from the Enlisted Association of the National Guard of the United States.

g. Each CA SMR NCO/Soldier of the Year will receive an award from the Noncommissioned Officers Association of the United States.

7. Terminated selection

If a selectee is terminated from competition for reasons other than the competition elimination process, the Commander of the State Military Reserve, will be notified by memorandum through the State Military Command Sergeant Major explaining the reason for the termination.

8. Funding

a. The CASR-P will provide funding for the state Soldier and NCO of the Year board and subsequent banquet. Respective commands must submit requests for SAD. Travel orders to reach this headquarters, ATTN: CASR-P, NLT 1 Nov 05. Furnish an information copy to CA SMR CSM. Soldiers will be in a SAD status. Private conveyance is approved by CASR-P, or commercial air. SAD travel will be the duty code used when requesting orders.

9. Slides

a. We will take photographs of each candidate on 3 December 2005. We will utilize these pictures during the ceremony at the Soldier/NCO of the Year Banquet.

10. Soldier/NCO of the Year Banquet

We will hold the NCO/Soldier of the Year banquet on 25 February 2006. Uniform for all NCO/Soldier of the year candidates during the banquet is Class A's.

11. Key Dates

No Later Than September 2005

Battalion boards

No Later Than October 2005

Brigade boards

No Later Than 6 November 2004

Nominee's packet must reach CA SMR CSM

No Later Than December 2005

State Board (3 December)

No Later Than February 2006

State Soldier and NCO of the Year Banquet

Appendix A

Study Materials for NCO/Soldier of the Year Board

1. We will select questions from the following major areas. Concentrate your study efforts in these areas.

- a.* World Affairs and Current Events
- b.* FM 22-100, Army Leadership, Counseling, Soldier Team Development to include all Appendixes.*
- c.* AR 600-20 Army Command Policy
- d.* AR 600-8-22 Awards and Decorations
- e.* AR 600-25, FM 22-5 Military Customs and Courtesies
- f.* AR 600-25, Flags, Honors & Salutes
- g.* NCOES, NCODP
- h.* AR 600-8-8 Army Sponsorship Program
- i.* DA Pam 608-47, Family Support Program
- j.* Army Programs (Weight Control, CHAMPUS, AER, ACS)
- k.* AR 600-20, Equal Opportunity
- l.* FM 22-5, Drill and Ceremonies
- m.* UCMJ (Appendix 2, Manuals for Court Martials): Articles 2, 15, 31, 86, 87, 90, 91 & 92
- n.* FM 25-101, Battle Focused Training
- o.* FM 25-100, Training the Force
- p.* FM 21-11, First Aid*
- q.* FM 23-9 & 23-31, Weapons (small arms)*
- r.* FM 21-26, Map Reading*
- s.* FM 3-7, 3-9, 3-100, 21-11, NBC*
- t.* FM 22-6, Guard Duty*
- u.* AR 380-5 & AR 381-12, Physical Security
- v.* AR 350-30, Code of Conduct
- w.* FM 27-10, Law of Land Warfare
- x.* FM 27-10, Geneva Convention
- y.* FM 21-20 & AR 350-41, Physical Training

* We will also derive board questions from the appropriate level CTT manual.

** Note: FM 22-100 (Army Leadership), dated August 1999, supercedes FM 22-100 (Military Leadership), FM 22-101 (Leadership Counseling), 22-102 (Soldier Team Development), 22-103 (Leadership & Command), and DA Pam 600-80 (Executive Leadership).

2. Stackpole and McMillan publications both produce numerous quality study guides which are sold at many PXs and Clothing Sales Stores.

3. Many of these references and numerous board study areas are available on the internet at various sites to include:

<http://155.217.58.58/atdls.htm>
<http://www.geocities.com/Pentagon/Quarters/928/>
<http://www.bandabooks.com>
<http://arngstudyguide.com>